**Orange County Public Schools (OCPS) Security Application**

**Junior Achievement *I* UCF College of Education Field-Experience Fall 2014**

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

UCF Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EDG 4410 Section No.\_\_\_\_\_\_\_\_\_\_\_\_

The following forms must be completed and signatures provided in order to be considered for a JA *I* UCF field experience placement:

OCPS Criminal Record Information Sheet (signature required)

• If you checked "yes" for any item, you must speak with and provide the following information to Dr. Cynthia Hutchinson in ED 220-G (Cynthia.Hutchinson@ucf.edu) before your application is submitted to OCPS, if permitted to proceed:

* Court Documents
* Arrest Affidavit
* Court Disposition of each offense
* Detailed letter of explanation regarding offense(s)

Code of Ethics (read & sign)

Personnel Hiring Guidelines (read)

OCPS Student Acceptance Form (read & sign- see reverse)

Placement Information:

School Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Assignment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level: \_\_\_\_\_\_\_\_

Fingerprinting Information:

All OCPS field experience students are required to be fingerprinted and subject to a Florida Department of Law Enforcement (FDLE) and FBI background check or you will not be considered for a field experience placement. The cost is $57.25 and must be pre-paid on-line.

Fingerprinting will be offered at the UCF Main Campus Teaching Academy Lobby:

• Wednesday, September 3, 2014 from 8:30 a.m.- 4:30 p.m.

All fingerprinting appointments and payments must be made on-line, in advance.

Go to: [http://ocpsteach.sofn.net](http://ocpsteach.sofn.net/)

Students unable to attend the on-campus session must schedule and complete their appointment on or before Monday, September 8, 2014 by selecting the UPS Store located at 501 N. Orlando Ave, Winter Park, FL 32789 during the on-line registration process. Check with vendor for any special appointment instructions.

**(SEE OCPS ACCEPTANCE FORM ON REVERSE)**

**Orange County Public Schools (OCPS)**

**JA*I*UCF Field Experience Security Application**

**Acceptance Form**

**PURPOSE:**

The purpose of the field experience in schools is to develop professional educators who demonstrate excellence in the facilitation of student learning though a continuing, lifelong, reflective process. The field experience provides the context for the application and demonstration of effective practices.

**CODE OF ETHICS ACCEPTANCE FORM** (attached- please read & sign)

**EMPLOYMENT SERVICES HIRING STATEMENT** (attached- please read)

A copy of the Orange County Public Schools employment hiring statement is provided to assist in clarifying criminal history questions. The document cites the district’s current position with regard to criminal history for individuals having direct contact with students, including Junior Achievement applicants.

**DRESS CODE:**

Each field experience student is expected to dress appropriately for the classroom. Junior Achievement of Central Florida and supervising teachers will provide guidelines as to proper attire. Supervising teachers also establish requirements for reasons of safety. Field experience students who fail to use safety devices may be subject to dismissal. As with students, attire which advertises drugs or alcoholic beverages, or which is vulgar or obscene in nature is not permitted.

**FINGERPRINT AND NATIONAL BACKGROUND CHECK:**

In Florida, an entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and/or FBI, including "sealed" and "expunged records," and "military court proceedings." FLORIDA LAW REQUIRES THAT YOU MUST DISCLOSE this information even if you have been told differently by a lawyer, judge or other third party or law enforcement individuals. ALL criminal history must be provided regardless of the number of years since the arrest.

All field experience students must be fingerprinted and have a national background check performed. Field experience students must schedule an appointment by logging onto [http://ocpsteach.sofn.net.](http://ocpsteach.sofn.net/) The field experience student is responsible for the $57.25 cost of fingerprinting/background check. Also see the following information:

• OCPS Fingerprint Information & Tutorial

• OCPS Criminal Record Information Form - must be completed and submitted as part of

the OCPS Field Experience Application.

***My signature indicates I have read, understood and will comply with all of the above.***

Field Experience Student Signature Date

Printed Name

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@knights.ucf.edu

**G**

CRIMINAL RECORD INFORMATION

All APPLICANTS PLEASE READ VERY

CAREFULLY

Pursuant to Florida Statute 1012.32 and as part of your employment record. You will be fingerprinted and a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for employment. But a failure to disclose your record on this application WILL disqualify you from employment. You must list on your application for employment all adult and juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations. (DUI and reckless driving are criminal offenses, not simply non-criminal traffic violations.)

In addition, if you have a prior criminal record which has been sealed and/or expunged, you are required to disclose said record and where and when it occurred. In the event you fail to list any adult or juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations AND your fingerprint check evidences any adult or juvenile misdemeanors, felonies, or other criminal offenses other than non-criminal traffic violations, your employment WILL be terminated or the offer of employment rescinded. Therefore, you are cautioned to assure the accuracy of the information you provide on your application for employment before its submission.

NOTE: This is not a complete list and is intended to provide examples only. You must list all convictions, including those in which adjudication was withheld and/or records were sealed/expunged.

Yes**** No**** 1. Have you ever (as a juvenile or an adult) at any time been convicted of an offense other than a minor traffic violation? (DUI and

DWI convictions are not minor and must be reported.)

Yes**** No**** 2. Have you ever (as a juvenile or an adult) at any time been found guilty of a criminal offense?

Yes**** No**** 3. Have you ever (as a juvenile or an adult) at any time entered a nolo contendre or a no contest plea?

Yes**** No**** 4. Have you ever (as a juvenile or an adult) at any time had a criminal record sealed?

Yes**** No**** 5. Have you ever (as a juvenile or an adult) at any time had a criminal record expunged?

Yes**** No**** 6. Have you ever (as a juvenile or an adult) at any time had adjudication withheld in a criminal offense?

Yes**** No**** 7. Have you ever (as a juvenile or an adult) at any time been imprisoned or jailed in a criminal proceeding or pled guilty to criminal

act/charge?

Yes**** No**** 8. Have you ever (as a juvenile or an adult) at any time been placed on probation in a criminal proceeding?

Yes**** No**** 9. Have you ever (as a juvenile or an adult) at any time failed to appear in court or forfeited bond in a criminal proceeding?

Yes**** No**** 10. Have you ever (as a juvenile or an adult) at any time been confirmed as a child abuser by any agency? EXPLAIN on a separate

sheet.

Yes**** No**** 11. Have you ever (as a juvenile or an adult) at any time been enrolled in a pretrial diversion/pretrial intervention program, any court

supervised program, teen or drug court program, or juvenile program? (Pel ase be advised that your response to this question

includes the requirement to list participation in any Court ordered, approved or authorized program, or participation in any other

alternative program for violation of any law, including but not limited to Teen or Drug Court or juvenile program even if this

participation and completion of the program results in a nolle prosequior dismissal of the charge.)

Yes**** No**** 12. Are there criminal charges currently pending against you other than a noncriminal traffic violation?

You must disclose this information even if you have been told differently by a lawyer, judge, or other third party or law enforcement individuals. Pursuant to Florida Statute 943.059 Criminal History Record Expunction or Sealing, persons to be employed in a position having direct contact with children must answer questions 4 and 5. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or the Court will be considered falsification of your application and will result in your termination of employment or the offer of employment rescinded. If yes to any question #1-12 above,

(1) Complete information below. (Use Supplemental Section G attached if necessary)

(2) Attach a detailed letter of explanation.

(3) Attach arrest report for each arrest(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Location of Arrest | Nature of Charge | Disposition/Outcome |
|  |  |  |  |
|  |  |  |  |

**Signature: X Last Four S.S. Digits: Date:**

**Florida Department of Education Code of Ethics of the Education Profession**

**6B-1.006 Principles of Professional Conduct for the Education Profession in Florida**

**6B-1.001 Code of Ethics of the Education Profession in Florida.**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and wi ll seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History- New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81 , 7-6-82, Formerly 68-1.01.

**6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.**

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
   1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
   2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
   3. Shall not unreasonably deny a student access to diverse points of view.
   4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
   5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
   6. Shall not intentionally violate or deny a student's legal rights.
   7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
   8. Shall not exploit a relationship with a student for personal gain or advantage.
   9. Shall keep in confidence personally identifiable information obtained i n the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
   1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
   2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
   3. Shall not use institutional privileges for personal gain or advantage.
   4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
   5. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
   1. Shall maintain honesty in all professional dealings.
   2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and fam ily background deny to a colleague professional benefits or advantages or participation in any professional organization.
   3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
   4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
   5. Shall not make malicious or intentionally false statements about a colleague.
   6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
   7. Shall not misrepresent one's own professional qualifications.
   8. Shall not submit fraudulent information on any document in connection with professional activities.
   9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
   10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
   11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
   12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
   13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendre for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
   14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
   15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Sectionl012.795(1), Florida Statutes.
   16. Shall comply with the conditions of an order of the Education Practices Commission.
   17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231 .546(2), 231.28 FS. History- New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 1 2-29-98.

I have read the "Code of Ethics of the Education Profession and Principles of Professional Conduct for the Education Profession in Florida" and recognize my rights as a member of the education profession in Florida and accept the obligations and responsibilities placed upon me.

Name Date

I PS205 9-22-08

**Orange County Public Schools**

**Employment Services Work Performance Hiring Statement**

All candidates for employment with OCPS will be fingerprinted and a criminal history check completed. In Florida the entire arrest record is revealed to school districts, including sealed and/or expunged records and military court proceedings. Applicants must disclose this information even if told differently by a lawyer, judge, or other law enforcement individual. If you were given this information by a judge then those written instructions would need to be provided to OCPS. Prior criminal records may or may not result in disqualification for employment; however, failure to disclose this information will disqualify you for employment. Information that must be disclosed includes any offense that occurred **whether as a juvenile or adult**; therefore all adult and juvenile offenses must be listed.

An applicant’s criminal history includes any offense for which the applicant posted bail; entered a pre-trial diversion program, pre-trial intervention program, teen or drug court or juvenile program; had adjudication withheld, was convicted or found guilty; was placed on probation; pled guilty or no contest; was jailed or imprisoned; or appeared in court; as a juvenile or adult. Sealed records, expunged records and military court proceedings must be disclosed. Note: DUI and reckless driving are criminal offenses.

The following guidelines apply:

|  |  |  |
| --- | --- | --- |
| **Will Not Hire** | **Will Not Hire if Anyone Has Been Convicted of:** | **Case by Case Basis** |
| Statutory felony convictions in Florida Statute 1012.315 (1) | Any felony offense within the past 25 years | Any applicant convicted of a felony of more than 25 years, except those convicted of crimes included in 1012.315 (1)  Cases Pending |
| Statutory Misdemeanor convictions Florida Statute 1012.315 (2) | Any misdemeanor offense within the past 5 years | Any applicant convicted of a misdemeanor of more than 5 years, except those convicted of crimes included in 1012.315 (2)  Cases Pending |
|  |  | Arrest or charges for: Any crime involving violence (domestic violence, battery, etc.) and/or drug offenses within the past 5 to 10 years |

OCPS defines conviction as a determination of guilt that is a result of a plea or a trial, **regardless of whether adjudication is withheld**. This includes entering a plea of guilty and nolo contendere or “no contest

**Orange County Public Schools**

**Employment Services Work Performance Hiring Statement**

When submitting an application to Orange County Public Schools applicants must answer a questionnaire in regard to their previous work history. Human Resources has the following guidelines in place to review work performance and determine eligibility:

|  |  |
| --- | --- |
| **Will Not Hire** | **Review on a Case by Case Basis** |
| * Terminated by OCPS for:   + Workers’ Compensation Settlement   + Misconduct   + Job abandonment   + Falsification (If determined willfull intent)\*   + Performance * Positive drug test results | * Frequent job changes * Reasons for leaving previous job * Pending litigation with a previous employer * References that reflect “no hire” Status * Previous evaluations that are comparable to SR or NI * Job abandonment * Previously dismissed or non-reappointed for performance or misconduct by another employer |

\*OCPS defines willfull intent as the intent to intentionally, purposefully, or knowingly perform an act.

**ORANGE COUNTY PUBLIC SCHOOLS ORLANDO, FLORIDA**

**MANAGEMENT DIRECTIVE A-10**

**GUIDELINES ON *SELF-REPORTING OF ARRESTS* AND CONVICTIONS BY EMPLOYEES**

1. The security and safety of our employees, students and guests is of paramount importance. To this end, all employees shall adhere to the following directives. All arrests and convictions (with the exception of minor traffic offenses) of all employees shall be self-reported within 48 hours to the district. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial. The appropriate authority to self-report arrests and convictions is the Office of Employee Relations. A phone message can be left 24 hours a day at (407) 317-3239, and the employee must provide a written follow-up statement within five business days of leaving the message. Failure to self-report may result in discipline, up to and including, dismissal.

2. Arrests shall include cases in which the employee was taken into custody, as well as charges of criminal misconduct for which the employee was not taken into custody. Convictions shall include any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea or Nolo Contendere for any criminal offense other than a minor traffic offense.

3. A common definition to allow for a uniform interpretation and reporting of a minor traffic violation shall be defined according to Florida Statute 318.13 (3) as follows: Infraction means a non-criminal violation that may require community service hours under Section 316.027 (4), but is not punishable by incarceration and for which there is no right to a trial by jury or right to a court approved counsel. Criminal traffic violations are not minor and must be reported.

4. An educator is defined as any individual who holds certification and any administrator required to hold a teaching certificate. School districts are required to file legally sufficient complaints of violations of the Educator's Code of Conduct with the Department of Education. The Department of Education may also take action against an educator who fails to report a violation.

5. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentially provisions of Sections

943.0585 (4) and 943.059 (4}, Florida Statute

Superintendent February 29, 2009